



A Great Place to Call Home

City of Montpelier  
300 W. Huntington Street  
Montpelier, IN 47359  
(765) 728-5642

## PACER Grant Application Preserve, Advance, Connect, Enhance, Restore (PACER)

Purpose: Application is hereby made to request funding from the PACERS Grant Program. This application must be filed prior to work beginning on a property located within the City of Montpelier.

### APPLICANT INFORMATION

Date: \_\_\_\_\_

Property Owner Name: \_\_\_\_\_

Mailing Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone (Preferred): \_\_\_\_\_ Phone (Alternate): \_\_\_\_\_

Email: \_\_\_\_\_

### PROJECT INFORMATION

Street Address: \_\_\_\_\_

Total Cost of Project (include all costs to complete the entire project): \_\_\_\_\_

Estimated Date of Completion of Work: \_\_\_\_\_

Amount of Grant Requested (can be obtained from the office): \_\_\_\_\_

### A PACERS grant application must include the following documents:

- Complete application
- Photographs of existing conditions of Property
- Project Plans (required if altering footprint or openings)
- Copies of Construction Quotes for the project
- Proof of Ownership (Deed)
- Certificate of Incorporation (if organization/business)
- Unsafe Letter (Required for Dangerous Structures)

### DESCRIPTION OF THE PROJECT





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List all major tasks necessary to complete the proposed Project, the total budget, and the matching grant amount requested. The PACERS Grant Program funds materials and labor. Please separate materials from labor. The Detailed Project Budget Worksheet does not replace the need to include copies of construction quotes from a registered contractor. If a copy of quote from a registered contractor is not provided, the application will be deemed incomplete.

Task #	Description of Work and/or Material Please Reference Appropriate Quote (Must be attached)	Total Task Budget	Amount of Grant Funds (50% max)
	SAMPLE: Lumber and supplies per sales ad from Lowe's	\$1,076	\$538.00
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
	Totals		

**Applicant must read and initial the following:**

- Additional pages are attached.



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\_\_\_\_\_ I understand that the grant funds must be used only for the project described in this application. The work must be completed within six (6) months of the date that the grant is awarded. If a project is not completed the recipient(s) may request an extension to the City of Montpelier Redevelopment Commission.

\_\_\_\_\_ I understand that I must receive all required permits from the Blackford County Office of Planning and Zoning and from the State of Indiana prior to beginning work on my project or I will forfeit any awarded grant monies.

\_\_\_\_\_ I understand that a failure to complete any project may result in the City of Montpelier placing a lien on the property in order to recover grant monies in the amount of monies received by Recipient(s).

\_\_\_\_\_ I understand that if any plans to the project change or if the contractor changes, I must notify the Director of Planning prior to the project construction continuing.

\_\_\_\_\_ I understand that all property taxes must be current and that there cannot be any current tax liens against the property or current litigation between the City of Montpelier and the applicant. I understand that if one of these is not true, my application will not be considered for funds.

**I certify that I have read the PACERS Program Guidelines and that all required documents are included in my final application packet.**

\_\_\_\_\_  
**Applicant(s) Signature**

\_\_\_\_\_  
**Date**

**Documentation Review** (Completed by Planning Office)

- Complete application
- Photographs of Property
- Project Plans (If required)
- Copies of Construction Quotes
- COA application filed (If applicable)
- Proof of Property Insurance
- Proof of Ownership (Deed)
- Certificate of Incorporation (If required)
- Unsafe Letter (If required)

Staff Notes

**MONTPELIER PACER GRANT PROGRAM**  
**MONTPELIER REDEVELOPMENT COMMISSION**  
**PROGRAM GUIDELINES**

The purpose of the Montpelier PACER (Preserve And Community Enhancement & Restoration) Grant Program is to encourage property owners to make Montpelier a desirable place to live, work, and visit by making improvements. The focus of the program is to improve the aesthetic appearance of the City of Montpelier's Main Street, Huntington Street, and Downtown.

The PACER Program is managed and administered by the Montpelier Redevelopment Commission (RDC). Funding comes from a combination of Tax Increment Financing (TIF), donations, and grants. All grants awarded require a matching dollar-for-dollar expenditure by the owner. Grant applications must be submitted in their entirety, with all the necessary and supporting documents attached.

1. The eligible property must be within the city limits and have an address on either Huntington Street, Main Street (not Main Street Road), or the 100 E High Block or the 100 W High Block.
2. The applicant must be the property owner. Tenants may qualify upon receiving written consent from the owner.
3. Owners of each eligible property are eligible for matching funds of up to \$10,000 (annual maximum), thus equating up to \$20,000 investment/improvement to the property.
4. Minimum owner investment of \$2500.
5. Architectural or Engineering Assistance: Architectural or engineering costs associated with facade improvements up to \$2000, provided the owner fully utilizes the plan submitted. Architects and engineers must be accredited.

**Eligible activities include, but are not limited to, the following:**

- a) Repair to property exterior facades (front, rear, and side facades are eligible and encouraged). It must involve the general upgrading of a property's external appearance.
- b) Siding repair or replacement.
- c) Repairing or replacing doors, windows, awnings, porches, and shutters.
- d) Masonry and major structural repairs (major structural repairs require appropriate plans prepared by a qualified contractor or engineer).
- e) Cleaning of the property exterior.
- f) Exterior painting (original unpainted brick is to remain unpainted)
- g) Sign removal, repair, or replacement.

- h) Accentuating the existing features of the property through exterior painting, lighting, restoration, replacement, cleaning, or other treatment of exterior surfaces.
- i) Approved wall murals.
- j) Sidewalks and driveways.
- k) Landscaping.
- l) Demolition of unsafe structures.
- m) Other repairs that may improve the aesthetic quality of the property.

**The majority of the work must be visible from the street.**

**Ineligible Activities: Items include, but are not limited to, the following:**

- a) Interior improvements.
- b) Roof replacement or repairs.
- c) HVAC/electrical/plumbing improvements.
- d) Fences.
- e) Asbestos, mold and mildew removal and/or mitigation.
- f) Purchase of furnishings, equipment, or other personal property not part of real estate.
- g) Improvements completed, or in progress, prior to notification of approval.

**The following steps outline the PACER Grant Program process**

- a) Completed Application and supporting data attached. Proof of ownership is required. If submitting for demolition, a letter from the Blackford Planning and Zoning Commission stating a structure is unsafe.
- b) Submittal: Two estimates of proposed improvements by qualified contractors. The RDC may, at its discretion, waive the qualified contractor requirement based on the applicant's ability to demonstrate self-performance at an acceptable level of quality. Applicants are not eligible for service payment but may submit material costs.
- c) RDC Review. Grants will be awarded based on available funding and the merits of the proposed improvements. Unless approved, awards may not exceed 50% of the lowest estimate (quote). Applicants may select a contractor with a higher quote and pay the difference. The RDC will issue a written authorization to proceed with each successful applicant. Work for which a grant is sought shall not begin before receiving the written authorization to proceed from the Montpelier Redevelopment Commission. The grantee is responsible for obtaining any, and all, permits required.
- d) If any changes to the original application are required, the applicant must submit such changes to the RDC for review and approval.

## **Distribution of Funds**

- a) Verification of work and receipts will be made by the owner to the RDC.
- b) All improvements must be completed within six months. If an extension of time is necessary, a written request, submitted to the RDC, is required.
- c) Upon confirmation of satisfactory completion of work, and the applicant's portion of the contract has been paid, the RDC may pay the grant portion of the project directly to the contractor.
- d) At final project completion and closeout, any remaining unspent funds are returned to the reserves of the PACER Grant Program.
- e) Approved PACER Grant Program projects must begin within 90 days. If work does not begin within 90 days, recipients forfeit their grant funds.
- f) Should the expenditure be less than the project estimate, then a grant adjustment will be necessary.

**Annual funding of the Program is subject to review and approval of the RDC.**